

広報番号： Announcement No.	CNFJ-N01FH-005-07
募集締切日： Closing Date	28 Feb 07
発行日： Date of Issue	15 Feb 07

<p style="text-align: center;">8.提出するもの Application and Associated Documents</p>	<p style="text-align: center;">職務状況 Working Condition</p>
<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input checked="" type="checkbox"/> 運転免許証の写し Copy of Driver's License</p> <p><input type="checkbox"/> 修了証／証明書の写し Copy of Certificate</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy</p>	

9. 応募書類提出先 Office to Submit

内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、深夜 0100 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 0100 at night.):

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員のみの場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area or Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.

1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22
米海軍横須賀基地日本人雇用課 (N132) COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka
内線/Extension 243-8152 JN Employment Division (N132)

2. 外部（非従業員）提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA
管理第一係 Management Section
電話番号 Phone 046-828-6959
受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.

10. 事務処理欄 For Official Use

募集部隊担当者 Activity POC : CNFJ Regional Housing, Yokosuka Housing Welcome Center, Katherine Flanigan
軍電 (DSN) 243-8803/9037 or 046-816-8803/9037

PD No.: CNFJ-165Y-003	PD is accurate and current. Certified by Activity: KEF	HRO: kw 2/13 yk 2/13
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応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません Submitted applications will not be returned.

TOOL CRIB ATTENDANT

Customer Service: (50%)

Receives requests from housing occupants via telephone and walk-in for tools, equipment and materials. Provides information and demonstrations to occupants on “how to” accomplish minor maintenance and repair items and on the safe use of materials, tools and equipment. Based on past usage, determines quantities of materials, parts, tools, equipment, plants, etc. that are required to meet the needs of the housing occupants. Reviews issue slips daily to ensure tools and equipment are returned on time and available for the next occupant.

Procurement and Inventories: (25%)

Performs inventory on all material, tools and equipment on a daily basis to ensure accountability. Some lawn maintenance tools are stored in sheds throughout the housing area. An ordinary driver’s license is required. Prepares required documents to procure materials, tools, and equipment needed to support the housing self-help center. Modifies, rearranges and updates the warehouse area to accommodate changing requirements. Ensures that heavily used items are easily accessible. Uses computer for the tracking of all materials, tools and equipment assigned to the self-help center.

Maintenance and Repair: (20%)

Inspects all tools and equipment when returned to verify condition. Cost estimates are prepared for tools and equipment damaged by occupants. Occupants are advised on reimbursable procedures and their rights and obligations for corrective actions. Tools and equipment are cleaned, oiled and serviced. Minor defects, including blade sharpening, are repaired immediately to ensure operational readiness for the next occupant.

Other duties as assigned: (5%)

Performs other related or incidental duties.